

Part Time Position Announcement
Administrative Support Assistant I
Grade: 57
\$12.18 per Hour

Description of Work:

Lee County is seeking qualified applicants for the part-time position of Administrative Support Assistant I for the Board of Elections. The employee will work in the office to support the Director and Deputy Director of Elections in order to conduct elections in Lee County. Work involves registering of voters, maintaining registration records in a computerized system, preparing a variety of reports, programming of election equipment, assisting with the preparation for elections and providing general clerical support to the office, as needed. Work is performed under the supervision of the Elections Director and Deputy Director and is evaluated through conferences, observation and review of work generated.

Minimum Education and Experience:

Graduation from high school including business and computer courses and several years of responsible clerical experience and dealing with the public; or an equivalent combination of education and experience. Preference given to persons with exceptional computer skills in Microsoft Office programs. Must possess a valid State driver's license.

Application Process:

Applications may be obtained from and returned to the Human Resources Department, 408 Summit Drive/PO Box 1968, Sanford, NC 27331. Pre-employment drug test is required. Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling conditions in employment opportunities. **Opened until filled.**